

# Invoice

## Social Service Agency

123 Main Street  
City, State, ZIP Code  
Email: info@socialserviceagency.org  
Phone: (123) 456-7890

## Billed To:

**Client Name**  
456 Elm Street  
City, State, ZIP Code

## Invoice Details

Invoice Number: **INV-001234**

Date of Issue: **October 10, 2023**

Due Date: **October 24, 2023**

## Service Description

Service	Date	Hours	Rate	Total
Consultation	October 1, 2023	2	\$50.00	\$100.00
Home Visit	October 5, 2023	3	\$50.00	\$150.00
			<b>Subtotal</b>	<b>\$250.00</b>
			<b>Tax (5%)</b>	<b>\$12.50</b>
			<b>Total Amount Due</b>	<b>\$262.50</b>

## Payment Instructions

Please make the payment by the due date. Payments can be made via check or online payment at our website.

Thank you for your prompt payment!

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